

COVID Guidance for Union-Affiliated Groups

The Students' Association wants to facilitate as many in-person student activities as possible, balancing the benefits of social interaction with the risks presented by COVID-19. So this can happen safely, we are providing some guidance to societies and subcommittees on managing the risks presented by COVID-19 and any cases that occur within their society. Some of these recommendations are University and Government requirements, while others are guidance we suggest you follow.

This guidance is subject to change, and students should keep up to date with updates to Government and University guidance.

If you have any questions about this guidance then please reach out to us on union@st-andrews.ac.uk.

Union-Affiliated Groups Must: *(based on University, Students' Association, and Government requirements)*

1. **Track and Trace:** ensure that all attendees complete Track and Trace if required at any venues. Students' Association and teaching spaces venues have University QR Codes for Track and Trace.
2. **COVID Code:** ensure that all your attendees are abiding by the [COVID Code](#).
 - a. Wear a face covering indoors, unless an exemption applies.
 - b. Wash your hands frequently and regularly use hand sanitiser.
 - c. Be considerate and respectful of others who may wish to maintain social distancing, even where the regulations don't require it.
 - d. Take part in regular testing.
 - e. Notify the COVID Helpdesk if you are required to isolate.
 - f. Download the NHS Protect Scotland App to your phone to activate contact tracing,
 - g. Get fully vaccinated as soon as possible if you are eligible to do so.
3. **Risk Assessments:** all affiliated groups should be completing and submitting their General Risk Assessments, and Supplementary Risk Assessments where necessary. The templates for these include an assessment for the risk presented by COVID-19 and how it should be managed. You can find [details on submitting risk assessments here](#).

It may be the case that some higher risk activities are temporarily stopped in response to changes in case numbers and transmission. Societies and subcommittees will be informed of this.

4. **Vaccine Passports:** proof of vaccination status is required to enter some venues like clubs. This includes the Students' Association building when Club 601 is open or on busy bar nights. You can find guidance from the Scottish Government on proving your vaccination status (including if you were vaccinated outside of Scotland) or exemption from vaccination [here](#).
5. **Dealing with positive and suspected cases**
 - a. **If you have a positive lateral flow test or symptoms of COVID-19,** like a new, continuous cough, fever, or a loss or change in sense of taste and smell:
 - i. Get a PCR test as soon as possible (not a rapid lateral flow test).
 - ii. Self-isolate until you get the result of the test, in line with Government guidelines.

- iii. Contact the COVID Helpdesk for advice on covidhelp@st-andrews.ac.uk or by calling 01334 46 4146.
- b. If you have a positive PCR test:
 - i. Self-isolate and comply with contact tracing in line with Government guidelines.
 - ii. Contact the COVID Helpdesk for advice on covidhelp@st-andrews.ac.uk or by calling 01334 46 4146.
- c. Please Note: The definition of an official “Close Contact” is someone who has been in the company of someone else, indoors, without wearing a mask, at under 2 metres for a period of 15 minutes or more, or who has been officially recognised by NHS Test and Protect.
- d. Anyone who has symptoms, is a close contact (as per the definition above) of a positive case, or is a positive case themselves should self-isolate in line with government guidelines and SHOULD NOT be attending society or subcommittee events in-person.
- e. Students who are not close official contacts of a positive case or who test negative (with a PCR test) and have been doubly vaccinated with a UK approved vaccine can continue to participate in society and subcommittee activities as normal if they are comfortable. If the student feels anxious about their position a good rule of thumb is that they self-test with an LFD test every day for a week after coming into any loose contact with a known positive case. If the LFD test is negative, then attending a society or subcommittee event carries even less risk for that day.
- f. If you become aware of someone who has tested positive on an LFD or a PCR test, positive case within your society or subcommittee:
 - i. If you know about someone who has tested positive on an LFD or PCR test, you should [let us know here](#) and we shall pass the names onto the COVID Helpdesk. We also use this information to track the disruption to student activities and the risk posed by certain activities.
 - ii. If someone who is a confirmed positive has been at an event recently within their infectious timeframe (which they will know the dates of) consider letting attendees of recent events or meetings know, ensuring confidentiality is maintained. Encourage the attendees to take lateral flow tests more regularly, or get a PCR test if they are convinced, they could be a close contact. A template email that should be sent to attendees or members of your society or subcommittee is on the next page.
 - iii. The students who are not identified as official close contacts don't have to self-isolate. Once again, look at the definition of a Close Contact listed above at 5C.
 - iv. If you are contacted by NHS Test and Protect or the COVID Helpdesk with a request for information about an event, you should provide this information as soon as possible.
- g. Students are reminded that those breaching the COVID Code, the government guidelines on self-isolation, or failing to isolate when asked to by the COVID Helpdesk will be referred for discipline under the University Non-Academic Misconduct Policy.

Union-Affiliated Groups Should: *(based on non-mandatory Government or University guidance)*

6. Take Precautions: affiliated groups should think about how they can make their activities safer as much as possible. Consider events which:
 - a. Limit close contact with other attendees.
 - b. Don't require group travel (e.g., all getting in the same car or bus).
 - c. Limit the need to take off your mask.
 - d. Don't encourage people to go to more high-risk environments after the event, like house parties or the pub.
7. Encourage Testing: affiliated groups should encourage their members to take regular lateral flow tests (twice weekly, before and after attending in-person events, or daily if they suspect they have come into loose contact with a positive case). You can collect these for free around town, [details here](#).
8. You can continue running your events as normal if you have the volunteers available to do so and feel comfortable.

Union-Affiliated Groups no longer have to run their events past the Societies Committee or Sabbatical Team due to COVID-19 or produce a separate risk assessment for each event, unless it involves an activity not covered under their General Risk Assessment.

Further Information:

- [COVID Help Pages - University Website](#)
- [Manage A Society – Students' Association Website](#)
- [Scottish Government COVID Guidance](#)
- [NHS Scotland COVID Guidance](#)

Positive Case – Template Email

Unfortunately, an attendee at [insert event here] recently tested positive for COVID-19. Close contacts of this case will be contacted by the positive student themselves, and those living in the same household will be contacted by Residence Management if in halls, or by the student themselves. However, we suggest that all attendees at this event ensure they are taking lateral flow tests regularly (twice weekly, before and after attending in-person events, or daily if you suspect you have come into even a loose contact with a positive case).

The definition of a Close Contact is a person who has been next to a positive case, within 2 metres, for longer than 15 minutes, without wearing a mask and whilst indoors.

If you are concerned you are a close contact or have symptoms, you should get a PCR test and isolate until you receive the result. PCR tests can be booked through NHS Inform and taken at the Victoria Memorial Hall opposite the Union.

Anyone receiving this email who is not contact traced by the COVID Helpdesk or the NHS, or who has not been identified by the positive case as an official Close Contact and who continues to show no symptoms and test negative does not have to self-isolate. However, you should continue to follow the [University's COVID Code](#):

- Wear a face covering indoors, unless an exemption applies.
- Wash your hands frequently, and regularly use hand sanitiser.
- Be considerate and respectful of others who may wish to maintain social distancing.

- Take part in regular testing.
- Notify the St Andrews COVID Helpdesk if you are required to isolate.
- Download the NHS Protect Scotland app to your phone and activate contact tracing.
- Get fully vaccinated as soon as possible, if you are able to do so.